



ENCROACHMENT PERMIT APPLICATION INFORMATION

JOB/PROJECT INFORMATION: Location of work- Address (APN or Tract # /Lot #)

Nearest Cross Street: _____ Building Permit # : _____

Description of work to be performed within the right-of-way: _____

Estimated start & completion date: _____ Cal OSHA Permit #: _____

(Applicable City Std. Details: _____ USA #: _____

OWNER INFORMATION: Owner's Representative: _____

Owner/Company Name: _____

Address, City/State : _____

Phone and Fax Number: _____

CONTRACTOR INFORMATION: Company Rep./Foreman: _____

Company Name: _____

Address, City/State: _____

24 hr. Phone/Fax Number: _____

Contractors' License # and Type (A, C-#): _____ City Business License #: _____

Subcontractor List (Company Name, Contractors' License # and Type): _____

I understand that the City's acceptance of this encroachment permit application does not constitute approval by the City. Furthermore, I understand that any person who does or causes to be done any improvement or encroachment work of any kind within the City's right-of-way without first having obtained a permit therefore, is in violation of Municipal Code Section 12.08.040 and therefore deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a fine of not more than \$1,000.00 or by imprisonment in the county jail for not more than six months, or by both fine and imprisonment, per Municipal Code Section 12.08.150.

Applicant Name (printed) _____ Signature _____ Date _____

APPLICATION ONLY

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OK TO ISSUE PERMIT: OFFICE USE ONLY: (Please Initial & Date) Permit Application Received: _____

DPW: Development Review (Fees paid, etc.): _____ RISK MGR: Insurance/Endorsement: _____

DPW: USA marked: _____ DPW: Licenses (Contr. & Bus): _____ DPW: Assigned Inspector: _____

DPW: Utility Systems Manager: _____

ENCROACHMENT PERMIT APPLICATION PROCEDURES

SUBMITTAL:

1. **TWO COPIES of plans** showing proposed improvements within the public Right-of-Way.
2. "Turn Around" time will depend upon the magnitude of the proposed improvement and the completeness of the application. Please allow up to one week for review and issuance.

REVIEW and APPROVAL:

1. The following must be received prior to review of a permit application.
 - A. **Cost Estimate-** Owner and/or Contractor shall provide a cost estimate for all proposed work within the Public Right-of-Way.
 - B. **U.S.A. Locate Inquiry Number-** Contractor shall call for a U.S.A. Locate by dialing 811 or **1-800-227-2600**. Contractor shall provide U.S.A. ticket number before issuance of the permit. The permit shall become valid no earlier than two days after calling.
 - C. **Liability Insurance and Endorsement** - Applicant must provide two items, (1) a Certificate of Liability Insurance and (2) an endorsement form which names the "City of Morgan Hill, its' elected officials, officers, employees, agents, volunteers and representatives" as "Additionally Insured". The general liability coverage of the policy must be for at least One Million Dollars (\$1,000,000.00).
 - D. **Contractor-** Applicant must provide the name, phone number, license type and license number of the contractor and all sub-contractors. Contractor must have a current Class "A" Contractor's License in order to perform work within the public Right-of-Way. A Class C-8 License is acceptable for jobs consisting only of concrete curbs, gutters, sidewalks or driveway approaches. Contractor must also have a current City Business License unless excluded by the City Engineer.
 - E. **Traffic Control-** If the proposed work impedes vehicular and/or pedestrian traffic, the contractor and/or sub-contractor shall submit two copies of a traffic control plan for review and approval prior to any change in traffic flow. NOTE: An Engineered Traffic Control Plan shall be required for arterial streets and shall be prepared by licensed Traffic Engineer (TE).
 - F. **City Standards-** All work shall conform to the latest edition of the City of Morgan Hill Standard Details for Construction. All deviations or revisions must be submitted in writing for City Engineer approval.
 - G. **Bonds-** All public improvement work in excess of \$50,000 will require a 100% Performance Bond, a 100% Labor & Material Bond and a 50% Warranty Bond.
 - H. **Permit/Engineering & Inspection Fees-** The permit fee is **\$525 or 13.3%** (whichever is greater) of the estimated cost of construction. *Res.6503 1/18/12 (updated 7/1/14)*
 - I. **Inspection-** Contractor must request an inspection forty-eight (48) hours prior to the start of work and subsequent inspections. Contact the Inspection Division at 408-776-7333.